

WRITING YOUR CONSTITUTION

To create your constitution, simply answer the following questions:
Constitution of...

1. Article 1 – Name

What is the name of your organization?

(A distinctive name for your organization is an asset. To avoid confusion in the mail, in fund-raising and other activities, it is wise to choose a name that is not identical or similar to that of an existing group.

2. Article 2 – Purpose

What is the purpose of your organization?

3. Article 3 – Membership

Section 1

Who do you want among your membership?

Section 2

What will be the qualification for membership?

Section 3

What is the application procedure to be?

Section 4

What are the fees?

What are the dues?

Section 5

How does a member resign?

Section 6

What will happen if a member does not pay dues?

Section 7

How are former members reinstated, if at all?

4. Article 4 – Executive Board

Section 1

What is the purpose of this board?

Section 2

When will the board meet?

Section 3

What is a quorum at an executive board meeting?

Section 4

How will funds for the next administration be determined – for meeting organizational obligations and unpaid bills?

5. Article 5 – Elected Officers

Section 1

Will there be elected officers? What will the officers be called?

Section 2

What penalty will be imposed against an officer who does not comply with assigned responsibilities? If the officer is removed, how will the vacancy be filled?

Section 3

How will heads of standing committees be appointed?

6. Article 6 -- Elections

Section 1

How will the officers be elected?

Section 2

How will nominations be made? By committee? From the floor?

Section 3

How will elections be handled? By ballot? By show of hands? Vocally?

Section 4

Who will be allowed to vote?

7. Article 7 – Duties of Officers

What are the officer's duties? The president's? The vice-president's? The secretary's? The treasurer's?

8. Article 8 -- Meetings

Section 1

When shall meetings be held? Weekly? Bi-monthly? Monthly?

Section 2

Will special meetings be allowed?

Section 3

Will quorum be required for special meetings?

9. Article 9 -- Funds

Section 1

How will the organization's special funds, if any, be used?

Section 2

Special donations? Funds earmarked for special projects, e.g., scholarships?

Section 3

Will interest earned from earmarked funds be used for other projects?

10. Article 10 – Discipline

Discipline should be included in the constitution, to avoid problems within the membership. Organizations must recognize that dishonest or unscrupulous persons may join and must be prepared to handle the situation.

It is recommended that the executive board appoint a committee to investigate the charges and make a report. The board can then make the proper decision regarding the appropriate discipline. A guilty member should be asked to resign rather than face expulsion. The situation is kept confidential.

11. Article 11 – Amendments

What will be the procedure for amending the constitution? (Because the constitution may be amended or revised, it is desirable to keep it flexible so that it does not have to be amended frequently.)

12. Article 12 – Attendance

Section 1

Is attendance at meetings mandatory?

Section 2

Will the members be allowed any absences?

Section 3

What disciplinary measures will be taken?

13. Article 13 – Dissolution (Alternate)

Should the organization be dissolved, all material possessions of the organization must be sold and the monies obtained from the sale divided equally between all members after all bills have been paid. (This form may be used by an organization which is a not a non-profit organization.)

14. Article 15 – Dissolution (Alternate)

In the event of dissolution of... , remaining assets after the satisfaction of all obligations of the corporation shall be distributed for the purposes with the scope of Internal Revenue Service Code 501 (c) (3), or amendments thereof. (This form must be followed by a non-profit tax-exempt organization. Non-profit organizations should follow a similar form providing that the assets be given to another like organization.)